

APPROVED MINUTES OF THE STATE OF IDAHO PROFESSIONAL STANDARDS  
COMMISSION MEETING OF NOVEMBER 29-30, 2012

**ATTENDANCE**

Members present at November 29 committee meetings: Allred, Bierne, Henry, Kellerer, Leighton, Mantle-Bromley, Meyer, Nelson, Orthel, Petersen, Raney, Ritter, Rose, Sakota, Smith. SDE staff present: Haas, Lackey, Linder, Markland, Rhodenbaugh, Schwab. Absent: Aiken, Boothe, Nuckols. Guests: Bert Marley, Allison McClintick, Patty Sanchez, Andy Snook.

Members present at the November 30 general meeting: Allred, Bierne, Henry, Kellerer, Leighton, Mantle-Bromley, Meyer, Nelson, Orthel, Petersen, Raney, Ritter, Rose, Sakota, Smith. SDE staff present: Haas, Lackey, Linder, Markland, Rhodenbaugh, Schwab. Absent: Aiken, Boothe, Nuckols. Guests: Bert Marley, Andy Snook.

**AGENDA REVIEW/REVISIONS/APPROVAL**

Chair Dan Sakota requested that the following be added to the November 30 Commission meeting agenda under Budget Subcommittee: B. Possible Revision in Number of Yearly Commission Meetings.

**M/S (Bierne/Henry): To approve the November 29-30, 2012, Commission meeting agenda as revised.** Motion carried unanimously.

**CONSIDERATION OF FINAL ORDER BY FULL COMMISSION**

Andy Snook reviewed the background of Professional Standards Commission Case #21022 by presenting the Administrative Complaint that had been filed and the corresponding affidavits and default documents to demonstrate that Michael Brinkerhoff failed to respond to the Administrative Complaint. In light of Michael Brinkerhoff's failure to respond to the Administrative Complaint, a Default Order was issued by Hearing Officer Gilmore on November 29, 2012. Andy Snook then presented a proposed Final Order for the Commission's consideration.

**M/S (Leighton/Petersen): To accept the Findings of Fact, Conclusions of Law and Final Order as set forth by the Commission to permanently revoke the teaching certificate of Michael Brinkerhoff and to authorize Kelly Leighton to sign the Final Order on behalf of the Commission.** Motion carried unanimously.

It is to be noted that, in the above-mentioned Case #21022, Commission members Meyer, Ritter, Rose, and Sakota were recused from participation. All were members of the Executive Committee originally considering that case.

## **APPROVAL OF MINUTES**

**M/S (Henry/Rose): To approve the October 4-5, 2012, Commission meeting minutes as printed.** Motion carried unanimously.

## **LEADERSHIP TEAM**

Chair Dan Sakota reported that the Leadership Team met by teleconference on November 14. They discussed the November meeting agenda; the budget; possible cancellation of the January or April Commission meeting; the professional development grant applications; a possible meet-and-greet session with legislators; and the State Board presentation on the revised program approval process at the November meeting. The next Leadership Team teleconference will be January 16.

## **STATE BOARD REPORT**

Patty Sanchez reported on the new program approval system and approval process that she manages as the Academic Affairs Program Manager in the State Board office. Revised board policy relating to academic planning for Idaho institutions altered the former 8-year planning process to a 5-year planning process. New procedure requires institutions to provide a level of specific programmatic details, which mirrored what is requested in the Notice of Intent (NOI) form. Therefore, rather than maintain the form, it was eliminated, and 3 new forms are now being utilized – the Baccalaureate Program Proposal Form; the Graduate and Doctorate Program Proposal Form; and the Other Academic Program Activity and Professional-Technical Education (PTE) Proposal Form. Another change implemented was that all academic and professional-technical programs must now be submitted to the board office using the online Institution Program Database System.

The next step will be to address the board policy that relates to the program approval process. Patty plans to incorporate a reference within the policy to emphasize the role of the Professional Standards Commission with regard to the review and approval process. Board staff has been working with the Department of Education and the Professional Standards Commission to ensure programs that must also have their approval can be processed simultaneously. Institutions are advised to submit education program proposals to the board office and the Professional Standards/Certification section in the Department of Education at the same time so that the recommendations from both the Council on Academic Affairs and Programs (CAAP) and the Professional Standards Commission are forwarded to the board simultaneously. It is to be noted that the State Board and CAAP review a program proposal from a holistic, statewide perspective in terms of quality, duplication, demand, and resources. The Commission, on the other hand, reviews a program proposal very specifically for content, outcomes, the standards set forth, and the overall viability of the program.

Allison McClintick, Teacher Quality and Special Projects Manager in the State Board office, reported that in light of the repeal of Propositions 1, 2, and 3, the board repealed its rule requiring two credits of online courses for high school graduation. The board and

Superintendent Luna will look at this again in the future to ensure that Idaho's students are prepared to go into postsecondary education and the work force, which includes the skills to learn and work in a digital environment.

## **ADMINISTRATIVE REPORT**

Christina Linder (unless indicated otherwise) reported on the following:

1. At the October 2012 Commission meeting, Christina had asked for the names of teacher leaders, administrators, and higher education people who would be willing to help shape the administrator preparation requirements by reviewing the School Administrator standards on March 6-7 and also attend 2-3 meetings leading up to that date. Those who volunteered for that effort should know that those meetings have been put on hold for a period of time.
2. Unfortunately, because of competing interests, no progress has been made in getting information on the implementation of Schoolnet in the institutions of higher education, a scope of what will be introduced, and a specific schedule as to how that will look. Idaho's preservice teachers, however, need to be using that student data as early as possible, learning how to differentiate instruction, accessing the various digital resources, and knowing how to do that type of planning. Consequently, work will continue on this effort. Because of the overturn of Students Come First Propositions 1, 2, and 3, the small technology grants that were about to be awarded to the teacher preparation institutions in the state were rescinded. Those grants had been designated for training to assist faculty in teacher preparation programs to integrate technology into their course curriculum, teaching, and research.
3. The following upcoming standards reviews remain as scheduled: English Language Arts/Reading – December 13-14; Gifted-Talented/Library Science – January 10-11; and School Nurse – February 21-22.
4. Cina Lackey will attend the Western States Certification Conference (WSCC) on January 8-10. It will likely focus on the Council of Chief State School Officers (CCSSO) report being released on December 17, which will concentrate on the kinds of standards being recommended for all states to adopt to ensure that all teachers are prepared to be classroom-ready and all administrators are prepared to be leadership-ready.

Christina will attend a National Association of State Directors of Teacher Education and Certification (NASDTEC) Executive Board (of which she is a member) meeting in San Diego on February 1-2. Larry Callicutt, a Commission investigator, will attend a meeting at that same location to help with the planning for the 2013 Professional Practices Institute (PPI), which is scheduled to be held in Boise on October 23-25.

The late 2012 September CCSSO SCEE (State Consortium on Educator Effectiveness) meeting that Christina was scheduled to attend was cancelled because of weather. It has been rescheduled for February 14-15 and will focus on administrator evaluation/preparation. The composition of the Idaho team attending may change in light of the overturn of Students Come First.

5. Nick Smith reported that, in light of the repeal of Propositions 1, 2, and 3, the Administrator Evaluation Task Force will be reconvening and meeting throughout the 2013 legislative session to develop recommendations for revising the current board rule addressing teacher and principal evaluations. Once the legislative session has ended, those recommendations will be submitted to the State Board for approval consideration. Approval of and eventual adoption of revised evaluation policy will ensure that the requirements of Principle 3 of the ESEA waiver are met. A list of the Administrator Evaluation Task Force members will be sent to Commission members to facilitate effective communication and dispersal of information on task force developments to constituents.

At a recent monthly Department of Education webinar with superintendents and charter school administrators, the major legal and/or financial issues evolving from the repeal of the propositions were discussed. Those discussion items were: tenure; master agreements and evergreen clause; seniority and reduction in force; early retirement bonuses; the timing and components for 2012-2013 teacher evaluations (urgent because the first of two evaluations for Category 2 and 3 teachers must be completed prior to January 1); pay for performance; use-it-or-lose-it flexibility; one-year freeze on education salary grid; classroom technology funding and online clearinghouse funding; dual credit for early completers; funding for math and science graduation requirement; online graduation requirement; high school redesign math/science teachers; one-to-one laptop program; education credits lost, National Board Certification awards; and the return of re-allocated “5<sup>th</sup> Factor” funds to salary-based apportionment. The total lost for schools through repealed budget items is \$40,887,900. The total gained for schools through restored budget items is \$18,500,200. Further information on the webinar can be found at <http://www.sde.idaho.gov/site/administrators.htm>.

## **AUTHORIZATIONS COMMITTEE**

Chair Mikki Nuckols reported that the Authorizations Committee recommended that the Professional Standards Commission approve the following new Teacher to New Certificate/Endorsement requests (for the 2012-2013 school year):

ARMSTRONG, Christopher, Richard McKenna Charter High School #453, Mathematics 6-12  
BALL, Christopher, Bonneville Joint #93, Biology 6-12  
BANNING, Angela, DaVinci Charter School #459, Generalist K-12  
BASTIAN, Maeli, Idaho Virtual Academy #452, Physical Education  
BERRY, Lisa, Madison #321, Generalist K-12  
BRENT, Amanda, Emmett #221, Generalist K-12

COX, Kami, Grace Joint #148, Economics 6-12  
 DEMME, Jane, Grace Joint #148, Government 6-12  
 DILLON, Jeff, Wilder #133, Superintendent  
 FERENS, Witold, Bruneau-Grand View Joint #365, Health 6-12  
 GARCIA, Cassandra, Village Charter School #473, Spanish K-12  
 HIRASAKI, Chynna, Bear Lake County #33, Generalist K-12  
 JOHNSON, Dusty, Idaho Falls #91, Communications 6-12  
 KEMERY, Erica, South Lemhi #292, Superintendent  
 LEAVITT, Staci, Meridian Joint #2, Economics 6-12  
 McKEVITT, Jane, Boise #1, Gifted and Talented K-12  
 MILBURN, Kathryn, Heritage Community Charter School and ICON Charter #481, English 6-12  
 NOWLAND, Yvonne, Pocatello #25, Generalist K-12  
 OZBURN, Jennifer, Swan Valley Elementary #92, All Subjects K-8  
 PARRETT, Harriet, Idaho Falls #91, Communications 6-12  
 POWERS, Kellie, Oneida County #351, Speech Language Pathologist  
 QUIROZ, Joshua, Bonneville Joint #93, Natural Science 6-12  
 RATCLIFF, Brandon, Salmon River Joint #243, Basic Mathematics 6-12  
 SLAGEL-SAO, Rhonda, Twin Falls #411, English as a New Language K-12  
 TONKS, Celeste, Madison #321, Generalist K-12  
 TRIEB, Xia, Meridian Joint #2, Chinese 6-12  
 UHLORN, Valerie, Boise #1, All Subjects K-8  
 WOODWARD, Zelma, Minidoka County Joint #331, Natural Science 6-12  
 YOUINO, Heather, Idaho Falls #91, German 6-12

The Authorizations Committee recommended that the Professional Standards Commission **deny** the following new Teacher to New Certificate/Endorsement request (for the 2012-2013 school year):

ROTH, Cynthia, Coeur d'Alene Charter Academy #774, Communications 6-12

The Authorizations Committee recommended that the Professional Standards Commission approve the following renewal Teacher to New Certificate/Endorsement requests (for the 2012-2013 school year):

CONDIE, Richard, Grace Joint #148, History 6-12 (2)  
 EMFIELD, Jared, Taylor's Crossing Charter School #461, Superintendent (2)  
 FERRELL, Jodie, Filer #413, Physical Education K-12 (2)  
 GIBBONS, Lucinda, Bonneville Joint #93, Generalist K-12 (2)  
 KECK, Amy, Idaho Falls #91, Generalist K-12 (2)  
 MENTZER, Thomas, Upper Carmen Public Charter School #789, All Subjects K-8 (3)  
 PENN, Rebecca, Twin Falls #411, Generalist K-12 (3)  
 SONERSEN, Elisabeth, Meridian Joint #2, Social Studies 6-9 (2)  
 WILDE, Katie, West Side Joint #202, Generalist K-12 (2)

The Authorizations Committee approved 20 Provisional Authorizations, 1 Pupil Personnel Services, and 3 Content Specialists (for the 2012-2013 school year).

The committee discussed the fact that there are now individuals seeking special education certification through the ABCTE route to certification.

**The Commission ACCEPTED the report of the Authorizations Committee.** Motion carried unanimously.

## **PROFESSIONAL DEVELOPMENT COMMITTEE**

Chair Kelly Leighton reported that the committee reviewed 34 professional development grant applications and awarded a total of 32 grants for an expenditure of \$13,214. Seven thank you/reflection letters from last year's grant recipients were also reviewed. The full Commission spent time discussing the one-page reflective paper that is required of each grant recipient within 60 days of the recipient's project completion. The committee will be revising the grant application with more specific expectations and requirements.

**The Commission ACCEPTED the report of the Professional Development Committee.** Motion carried unanimously.

## **STANDARDS COMMITTEE**

In Chair Kathy Aiken's absence, committee member Cori Mantle-Bromley reported on the following committee discussion items (unless indicated otherwise):

1. There are now new Praxis test requirements on the Educational Testing Service (ETS) website for the EC/ECSE Blended Certificate. Katie Rhodenbaugh will notify the higher education institutions of that change in test requirements.
2. There are five upcoming standards reviews scheduled (see page 3, ADMINISTRATIVE REPORT, item 3). The committee discussed the relevance of the School Nurse standards and endorsement. Currently an individual can initially become a school nurse with a three-year, nonrenewable Interim School Nurse certificate, which only requires a valid Idaho RN license, and then progress to a five-year, renewable Pupil Personnel Certificate with a School Nurse endorsement by having completed nine semester credit hours in at least three of the following areas: health program management; child and adolescent health issues; counseling, psychology, or social work; or methods of education instruction. In these cases, School Nurse certification is not necessary, and more and more individuals are not pursuing the certificate.

**The Commission PASSED the Standards Committee's recommendation to postpone the previously scheduled School Nurse standards review scheduled for February 21-22.**

A teleconference of current and recently certified school nurses will be held to gather more information. That information will be discussed during the April Commission meeting.

3. Committee members discussed the School Administrator standards review that had been scheduled for early March of 2013. The committee moved to recognize that the review may be delayed pending the rewrite of the administrator evaluation rules (see page 4, ADMINISTRATIVE REPORT, item 5, first paragraph).

The administrator standards review work session (leading up to the actual administrator standards review) scheduled for January of 2013 has been cancelled. The necessity of the session and possible date for it will also be determined pending the rewrite of the administrator evaluation rules (see page 3, ADMINISTRATIVE REPORT, item 1).

4. Four Idaho administrator preparation programs received a mini-grant to conduct administrator preparation research and report their research findings in the form of a report by the end of November. Those grantees are: University of Idaho (UI); Boise State University (BSU); Idaho State University (ISU); and Northwest Nazarene University (NNU). To date, research reports have been received from UI and NNU; no reports have been provided by BSU and ISU. The chair of the Standards Committee will send a formal letter to the two grantees, as well as the respective education deans, who have not yet provided a report stating that a full research report must be received prior to January 31, 2013, or they will each be asked to return the \$2,000 grant award without delay.
5. Boise State University is awaiting a desk audit of its conditionally-approved foreign language programs. Because there are just a few completers in the programs, the committee moved this focus visit to the spring of 2014, when it will be held in conjunction with the state-specific requirements review.
6. The University of Phoenix has begun “phasing out” its physical campuses where a significant number of students are not being served. This includes its Idaho campus. The question arose as to whether or not it would be appropriate, then, to remove the University of Phoenix from the Commission private higher education member rotation. That discussion and decision will be deferred to the education deans’ group.
7. The Innovative Learning Center has requested program approval consideration for its Blended and Standard Exceptional Child programs. They are being advised to become regionally accredited prior to program approval consideration.

**The Commission ACCEPTED the report of the Standards Committee.** Motion carried unanimously.

## EXECUTIVE COMMITTEE

Chair Dan Sakota reported that the Executive Committee met with Andy Snook, Shannon Haas, and Annette Schwab to discuss ethics case information.

**M/S (Meyer/Henry): To move the Executive Committee into Executive Session to review and discuss investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).** Motion carried unanimously.

Andy Snook reviewed the cases needing Executive Committee decisions.

**M/S (Bierne/Nelson): To move the Executive Session of the Executive Committee into Open Session to vote on investigation records exempt from disclosure as prescribed by Idaho Code §67-2345(d).** Motion carried unanimously.

Dan reported the following actions taken on cases:

Case #21201 – Indefinite Suspension with Stipulations  
Case #21211 – Hold Until April Meeting  
Case #21217 – Indefinite Suspension with Stipulations  
Case #21224 – Confirmed Previous Decision (Indefinite Suspension with Stipulations)

Cases closed: #20521, #21115, #21209.

There are currently 12 cases under investigation, 9 cases pending stipulation, 1 voluntary surrender case, 3 cases in which the administrative complaints have been filed or are to be filed, 1 reinstatement case, and 6 default cases.

Shannon Haas and Andy Snook reported on the NASDTEC Professional Practices Institute (PPI) that they attended in October along with investigator Larry Callicutt. There were presentations pertinent to each of the three individuals and the role they each play in the process of keeping Idaho classrooms safe for students. Shannon made note of a presentation by the mother of a girl who had been abused in a classroom; the mother was also a teacher in the same school that the daughter's abuse had occurred in. The mother spoke of the difficulty in removing an abusive teacher from the classroom; the steps in the process of the entire experience (the blame game, the realization that your child has been abused, the media, the aftermath, etc.); and the necessity of being aware of your fellow teachers and how they are acting and where they are going. Larry was able to meet his counterparts in other states. Andy reported on the continued role of technology, the misuse of technology for different purposes, and the fact that other states are looking at imposing restrictions of 1 or 2 years beyond high school graduation or turning 18 before a former student can have a sexual relationship with a teacher from his/her school district.

The committee, Commission staff, and Andy Snook have reviewed the Code of Ethics and made revisions to it. That revised document will be sent to the full Commission for review/revision suggestions. Any revision suggestions should be emailed to Katie



Rhodenbaugh at [krhodenbaugh@sde.idaho.gov](mailto:krhodenbaugh@sde.idaho.gov) by March 8. The committee will consider the revision suggestions, possibly incorporate them, and present the document to the full Commission for final approval at the April 2013 meeting.

The committee also spent time discussing the PLATO computer-assisted instruction system and whether or not the Department of Education had guidelines for the use of PLATO. Nick Smith explained to the full Commission that the PLATO contract is a statewide contract of credit-recovery curriculum; it is not a course. As such, the PLATO sessions have to be supervised by a properly certified and qualified instructor, and any “teacher of record” for a PLATO session must actually be in the classroom. Multiple measures of student achievement are now required for the Alternate Route to Graduation, and PLATO is just one of those measures. Cina Lackey agreed to add the following clarifying language regarding the use of PLATO to the Department of Education technical assistance Powerpoint sent out to all district/charter administrators, business managers, and ISEE coordinators throughout the state and which is also posted on the ISEE website:

IMPORTANT: PLATO is a form of curriculum and must be facilitated by a teacher of record who is appropriately certificated for the assignment. For example, if PLATO is used for math credit recovery, a math assignment code should be used and the teacher must hold a math endorsement and be highly qualified in math core content in order to grant graduation credit.

**The Commission ACCEPTED the report of the Executive Committee.** Motion carried unanimously.

## **BUDGET SUBCOMMITTEE**

Christina Linder explained that because of a glitch that has occurred during the transition from one computer system for the collection of monies to another within the Department of Education, an up-to-date Commission budget report is not currently available.

Dan Sakota reminded Commission members of the options for addressing the decline in budget revenue that were discussed at the October subcommittee meeting. The full Commission then discussed the options of 1) cancelling one of their 2012-2013 meetings and then determining specifically which meeting and 2) cancelling none of their meetings and following the schedule of 2012-2013 meetings as is. Additionally, Deputy Attorney General Andy Snook expressed the need for more time between meetings to devote to actual ethics case work; Christina expressed the need to devote dedicated time to determining how the Commission can get a secure website on which to post ethics case materials for review by Executive Committee members.

**M/S (Mantle-Bromley/Kellerer): To cancel the January 2013 Commission meeting in lieu of uncertainties regarding business that could be done.** Motion carried unanimously.

Dan Sakota requested that Determination of Number of 2013-2014 Commission Meetings be put on the April 2013 meeting agenda. Options discussed included 1) a possibility of five meetings per year with the first occurring in August, the last occurring in June, and the remainder spaced out evenly and 2) a possibility of four meetings per year. It was requested that Commission staff prepare for that April meeting a work flow showing which meetings are needed to get specific work projects done. The work flow will assist Commission members in making a decision on the above-mentioned April agenda item.

**The Commission ACCEPTED the report of the Budget Subcommittee.** Motion carried unanimously.

## **NEW BUSINESS**

### **Classroom Technology**

Paula Kellerer and Cori Mantle-Bromley spoke briefly on how the Albertson Foundation is supporting a partnership between the University of Idaho and Northwest Nazarene University to advance the use of educational technology in the classroom. More information on this effort will be provided at a future Commission meeting.

### **Member Vacancies/Nominations/Renominations**

Commission member representation vacancies effective June 30, 2013, are as follows:

Kathy Aiken (Public Higher Education/Letters and Sciences) – (rotates among universities)  
Esther Henry (Secondary Classroom Teacher) – (eligible for another term)  
Kelly Leighton (Exceptional Child Education) – (eligible for another term)  
Cori Mantle-Bromley (Public Higher Education) – (rotates among universities)  
Becky Meyer (Secondary School Principals) – (eligible for another term)  
Mikki Nuckols (Secondary Classroom Teacher) – (eligible for another term)  
Shelly Rose (School Counselor) – (no longer a school counselor; ineligible for another term)

Chair Dan Sakota reminded those Commission members who are eligible for and desire to serve another term of service to have their respective constituencies submit the renomination paperwork by **February 15, 2013**.

## **COMMUNICATION PLAN**

Items of interest in these meeting minutes that members may want to communicate to their constituencies include:

- Meetings around the School Administrator standards have been temporarily put on hold; qualified individuals who volunteered for effort should be informed - (see page 3, ADMINISTRATIVE REPORT, item 1)

- Reconvening of Administrator Evaluation Task Force to develop recommendations for revising current board rule addressing teacher and principal evaluations – (see page 4, ADMINISTRATIVE REPORT, item 5, first paragraph)
- Attorney conservatively recommending districts abide by old rules; districts stand to lose over \$40 million without emergency legislation; use-it-or-lose-it flexibility reverts back to old law; tech funds were only partially disbursed; additional math and science funds were not distributed; one-to-one laptop funds were not distributed; early retirement and National Board Certification are back in place; website available for legal/financial issues evolving from repeal of propositions – (see page 4, ADMINISTRATIVE REPORT, item 5, second paragraph)
- State Board policy relating to academic planning for Idaho institutions revised; Notice of Intent (NOI) form replaced by 3 new forms; plan to align program approval processes of the Department of Education/Commission and the State Board – (see page 2, STATE BOARD REPORT, first and second paragraphs)
- Repeal of board rule requiring two credits of online courses for high school graduation – (see page 2, STATE BOARD REPORT, third paragraph)
- New Praxis test requirements for EC/ECSE Blended Certificate effective immediately – (see page 6, STANDARDS COMMITTEE, item 1)
- University of Phoenix “phasing out” some physical campuses; possible effect on private higher education representation on Commission – (see page 7; STANDARDS COMMITTEE, item 6)
- Dialogue on use of PLATO credit recovery; must be used with qualified teacher on-site; sometimes being used incorrectly – (see page 9, EXECUTIVE COMMITTEE, first full paragraph)
- Cancellation of January 2013 Commission meeting; discussion in April to reduce number of Commission meetings per year – (see page 9, BUDGET SUBCOMMITTEE, second full paragraph)
- New opportunities from the University of Idaho and Northwest Nazarene University regarding preservice, inservice, and university faculty professional development and research around educational technology in the classroom – (see page 10, NEW BUSINESS, Classroom Technology)
- Need for IACTE to recommend replacements for two deans on Commission – (see page 10, NEW BUSINESS, Member Vacancies/Nominations/Renominations)

## **ADJOURNMENT**

**M/S (Bierne/Raney): To adjourn the meeting.** Motion carried unanimously.

The meeting adjourned at 11:45 a.m.

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Mary Jane Markland, Secretary  
Professional Standards Commission

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Christina Linder, Administrator  
Professional Standards Commission